

**NOTICE TO CONSULTANT REAL ESTATE APPRAISERS  
REGARDING A REQUEST FOR QUALIFICATIONS AND LETTERS OF INTEREST**

**February 15, 2018**

The City of Franklin, Tennessee, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of consultant real estate appraisers, licensed to conduct appraisals in Tennessee, for the performance of real estate appraisal and related services for the East McEwen Drive Phase 4 Improvements Project (TDOT PIN 125418.00), from Cool Springs Boulevard/Oxford Glen Drive to SR-252 (Wilson Pike). The project shall be accomplished in accordance with all Federal Highway Administration (FHWA) and Tennessee Department of Transportation (TDOT) rules, regulations, and processes that pertain to the project.

“Appraisal and Related Services” may include, but is not limited to, all or parts of the following: Real Estate Appraisal, Real Estate Appraisal Review, Pre-Trial Conference, Deposition, and Court Testimony.

Please note: New or updated prequalification forms must be received by TDOT before the deadline for Letters of Interest and Qualifications. Additional prequalification procedures, prequalification forms, current “Standard Procurement Policy for Engineering and Technical Services,” and additional information can be found at: <https://www.tn.gov/tdot/business-redirect/consultantinfo.html>. Interested consultants may also obtain this information by contacting Ms. Christine Smotherman at (615) 741-4460 or [Christine.Smotherman@tn.gov](mailto:Christine.Smotherman@tn.gov).

Consultants may request consideration by submitting a Letter of Interest along with Qualifications in a sealed envelope marked “RFQ for Appraisal and Related Services – East McEwen Drive Phase 4 Improvements (TDOT PIN 125418.00)” to:

City of Franklin  
Engineering Department  
109 3<sup>rd</sup> Avenue South, Suite 133  
Franklin, TN 37064

All letters of interest and qualifications must be received by the Engineering Department **at or before 4:00 p.m. (Central Standard Time) on Monday, March 12, 2018.**

Letter of Interest (LOI) and Statement of Qualifications (SOQ) shall be submitted under a single cover and shall be submitted on no more than fifteen (15) letter-size (8 ½” x 11”) single-sided pages (excluding the cover page, the letter of interest, and a table of contents). Each submitter shall provide one (1) hard copy and a digital copy (e.g. CD, flash drive, digital download link, etc.) of their LOI and SOQ.

**Phase I Evaluation:**

The City of Franklin will evaluate the submitted LOIs & SOQs and may choose several consultants who would make viable candidates from which to invite proposals and/or presentations. The City will evaluate the submittals on the following criteria:

1. Education (general, appraisal, eminent domain). (10%)

2. Real estate appraisal qualification and experience with TDOT and other clients, with an emphasis on eminent domain valuation. (20%)
3. Demonstrated ability to perform the work efficiently and meet schedules without compromising sound professional practices and compliance with TDOT's Guidelines for Appraisers, the Uniform Relocation Assistance and Real Properties Acquisition Policies Act, 42 U.S.C. §4601, et seq., and the Uniform Standards of Professional Appraisal Practice (USPAP). (50%)
4. Evaluations on prior TDOT projects, if available. (10%)
5. Experience in Williamson County, TN and/or the City of Franklin (10%)

**Phase II Evaluation (If Necessary):**

If necessary, the City will create a short-list of consultants for in-person interviews. The focus of the in-person interviews will be shared with the selected consultants at the time the short-list is made available. If the Phase II Evaluation is necessary, the in-person interview score will be averaged with the Phase I score to generate a composite score. The scores from both phases will be weighted equally (e.g. 50/50).

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, religion, national origin, sex, creed, age and disability. Interested certified Disadvantaged Business Enterprise (DBE) firms, as well as other minority and/or women-owned firms are encouraged to respond to all advertisements by the City of Franklin and TDOT. For information on DBE certification, please contact the TDOT Civil Rights Office Small Business Development Program at (615) 741-3681. Details and instructions for DBE certification can be found at the following website: <https://www.tn.gov/tdot/topic/civil-rights/small-business-development-program.html>.

Questions about the project may be directed to David Hodnett, Staff Engineer 2, via email at [David.Hodnett@FranklinTN.gov](mailto:David.Hodnett@FranklinTN.gov) or by phone at (615) 791-3218.